



# U. S. MISSION

## Vacancy Announcement

Riyadh – Jeddah - Dhahran

14-120

VACANCY ANNOUNCEMENT - RIYADH

11/17/2014

OPEN TO	ALL INTERESTED APPLICANTS
POSITION	DISPATCHER/ DRIVER, FSN-05 POSITION NO: 100646
OPENING DATE	MONDAY, NOVEMBER 17, 2014
CLOSING DATE	MONDAY, DECEMBER 1, 2014 @ 1700 HRS (local Saudi time)
WORK HOURS	FULL-TIME: 48 HOURS/WEEK
SALARY	<p>* ORDINARILY RESIDENT: POSITION GRADE: FSN-05 SR 70,063 (ANNUAL BASIC SALARY EXCLUDING ALLOWANCES)</p> <p>* NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-9, US\$ 32,177 PER ANNUM - SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM - FINAL HIRING GRADE/ SALARY DETERMINATION WILL BE APPROVED BY WASHINGTON. - U. S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY.</p>

**NOTE:**

- ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK/RESIDENCE PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.
- ELIGIBLE FAMILY MEMBERS (EFMs): INTERESTED APPLICANTS MUST BE WITHIN 60 DAYS OF SCHEDULED ARRIVAL AT POST FROM THE CLOSING DATE OF THIS VACANCY ANNOUNCEMENT TO RECEIVE CONSIDERATION BECAUSE OF THE URGENT REQUIREMENT TO FILL THIS POSITION.
- EFMs MUST HAVE AT LEAST ONE YEAR REMAINING ON THEIR SPONSORING EMPLOYEE'S TOUR OF DUTY FROM THE EFM'S HIRING DATE.
- CURRENTLY EMPLOYED U.S. CITIZEN EFMS WHO HOLD A FAMILY MEMBER APPOINTMENT (FMA) ARE INELIGIBLE TO APPLY FOR ADVERTISED POSITIONS WITHIN THE FIRST 90 CALENDAR DAYS OF THAT APPOINTMENT.
- CURRENTLY EMPLOYED NORS HIRED UNDER A PERSONAL SERVICES AGREEMENT (PSA) ARE INELIGIBLE TO APPLY FOR ADVERTISED POSITIONS WITHIN THE FIRST 90

**CALENDAR DAYS OF THAT APPOINTMENT UNLESS CURRENTLY HIRED INTO A POSITION WITH A WHEN ACTUALLY EMPLOYED (WAE) WORK SCHEDULE.**

- **CURRENT LE STAFF EMPLOYEES OF THE MISSION APPLYING FOR VACANT POSITION ANNOUNCEMENTS MUST HAVE SERVED A MINIMUM OF TWELVE (12) MONTHS IN THEIR CURRENT POSITION IN ORDER TO BE CONSIDERED FOR ANY VACANT POSITION.**

#### **BASIC FUNCTION OF POSITION**

Incumbent is responsible for the management and oversight of 15 post drivers, official vehicle fleet and related documentation. Duties include assignment of drivers and vehicles to meet the transportation and security requirements of the U.S. Embassy in Riyadh, Saudi Arabia. Serve as first point of contact with RSO on EAC directives and ensuring immediate compliance with threat condition requirements. Incumbent performs multitude of duties, which require adaptability, outstanding judgment, inter-personal and supervisory skills. Support multiple VIP visits and provide 24/7 transportation services to all employees for official and authorized uses. Incumbent also serve as a chauffeur driving armored and non-armored sedans, vans and SUV's to transport USG employees.

#### **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **Education**: Completion of High School is required.
2. **Experience**: Three (3) years as a driver and two (2) years in a dispatcher role in a large organization.
3. **Language Requirements**: Level III for both English and Arabic (Good Working Knowledge-Speaking/Reading/Writing) required. Skills will be tested.
4. **Knowledge**: Incumbent must be familiar with local traffic laws/ area traffic patterns and be able to read, interpret English/ Arabic languages and vice-versa. Must be familiar with host Government offices location within Riyadh metropolitan area and major highways in order to advise drivers the best route in case of threat. Should have a working knowledge of US Embassy operation/ functions as well as unique Saudi environment prohibiting driving for women. Must be able to read/ interpret Arabic traffic laws.
5. **Skills & Abilities**: Analyze and react to potential security threat reported by drivers on the streets and handle incident problems with local police. Must exercise competent enough judgment involving the use and operation of a motorpool vehicle for the safety of the passengers in Saudi Arabia. Prioritize multiple runs; determine most expedient and safest routes. Inform passengers of Motor pool policy and ensure compliance. Demonstrate cultural sensitivity to female diplomats / eligible family members requiring transportation. This position requires basic computer skills and familiarity with Windows Operating System and Microsoft Office. Must hold a valid Saudi Driving license.

## **SELECTION PROCESS**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
3. EFM's must have at least one year remaining on their sponsoring employee's tour of duty from the EFM's hiring date.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current LE Staff employees of the Mission applying for vacant position announcements must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.
6. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

## **TO APPLY**

**Interested applicants for this position must submit the following and incomplete applications will not be considered:**

1. Application for U.S. Federal Employment DS-174;
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi identity/iqama card and work permit.
5. Any other documentation (e.g. copy of essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

## **SUBMIT APPLICATION AND ALL DOCUMENTS AS A SINGLE PDF ATTACHMENT TO:**

[HRORiyadh@state.gov](mailto:HRORiyadh@state.gov)

## **DEFINITIONS\***

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: MONDAY, DECEMBER 1, 2014  
@ 1700 HRS (local Saudi time)**

The U.S. Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.